

**Application Guidelines:**

<b>Name of the organization:</b>	Specify the officially registered name of the organization.
<b>Total funds requested/cost share:</b>	State the amount requested from the U.S. Embassy and the amount that will be provided by your organization or from other sources. Please provide evidence for any co-funding you have noted in your application and budget sheet. If you do not have written confirmation of funding from other sources, please be aware that if your project is accepted for funding with a cost-sharing component, the U.S. Embassy will not sign the grant until you provide written confirmation that additional funds will be at your disposal before the project implementation start date.
<b>Contact Person:</b>	Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
<b>Address:</b>	Include street, number, post code and town.
<b>Project summary:</b>	Briefly explain the problem which the project addresses and its goals and the major activities planned for achieving the project's objectives.
<b>Background of the organization:</b>	Briefly explain the mission of the organization, any past and current programs implemented, as well as its managerial and organizational structure.
<b>Project dates and timeline:</b>	Unless the project is time sensitive, it is recommended that project period should be specified in number of months (i.e. "eleven months after the grant is signed").
<b>Project goals:</b>	Explain the goals for the project to achieve.
<b>Project justification:</b>	Explain how the project contributes to reaching the goals specified in the Call for Proposals.
<b>Project sustainability:</b>	Explain the future prospects of the project and how it will be sustainable after the project is completed.

**Detailed budget:**

Present the budget in the form of a spreadsheet, in USD amounts. In case of cost sharing, clearly separate costs that will be funded by U.S. Embassy from those that will be funded by the applicant organization or other donors.